

REMARK CODE

The remark code is an extension of the project code. It is an unedited field that may be used to provide additional information concerning time entry.

LaRC Remark Codes

BD	Blood Donation
CB	Call Back
G	Graduate
JURY	Jury Leave
MF	Military Funeral
OB	Official Business
PE	Physical Examination
SC	Shift Change
TE	Tardy Excused
TMU	Tardy Make-Up
TRNG	Training
VL	Voting Leave

POLICY CHANGES

Tour type names and codes, as well as **hour types** have been standardized:

LaRC Tour Types Crosswalk

<u>Old</u>	<u>New</u>
First 40	I or X
Swing Shift	V Variable Day

LaRC Hour Type Changes

<u>Old</u>	<u>New</u>
Administrative Leave	Excused
Jury/Court Leave	Court Leave
Graduate Study Leave	Regular
Voluntary Time	Eliminated
Physical Examination	Regular

Crossover Terms

Some terminologies have changed to create an Agency standard.

<u>Old</u>	<u>New</u>
Tour Code	Tour Type
T & A Clerk	Point of Contact (POC)
Certifier	Approver
Job Order	Labor Code
Correction	Prior Pay Period Adjustment

Help Desk Support

Hours of Operation: 7:00 a.m. – 5:00 p.m.
(Mon – Fri)
Telephone: 864-3135 (prior to 12/31/02)
864-3250 (after 12/31/02)



LaRC WebTADS QUICK REFERENCE GUIDE

LOGGING IN

Logging in to the Web-based Time and Attendance Distribution System (WebTADS) consists of six steps:

1. Access the WebTADS public website
2. Click **Enter Time** link
3. Click in the User ID box and type your User ID
4. Click in the password box and type your password
5. Select LaRC for the Center
6. Click

Sign in

NOTE: After signing in, online help can be accessed by clicking the **Online Support** button located at the top of the screen.

ENTERING TIME

To enter time in WebTADS, do the following:

1. Log in
2. On the timesheet, a “file cabinet” icon is displayed next to the word “Project.” Click on the icon. The “Add Projects” screen will allow the selection of a labor code and/or leave code. Select the labor or leave code.
3. When a labor code is chosen, an hour type from the hour type drop down list must also be selected. (See the Standard Hour Types in this guide for descriptions of each.) When a leave code is chosen, the correct labor code is pre-filled. Typing the labor code in the “Advanced” section and selecting a corresponding hour type from the drop down list can also create the Project Code.
4. Click on the **Add Project** button that corresponds with the labor or leave code selected.
5. Repeat Steps 3 and 4 for each project code/leave code needed.
6. Click the **My Timesheet** button at the top of the screen. The labor and/or leave codes for weeks one and two have been applied to the timesheet.
7. Enter the hours worked or the hours of leave against the specific project code.
8. Click **Update**.
9. The time is now recorded.
10. Log out

STANDARD HOUR TYPES

AWOL	Absent without Leave
AL	Annual Leave
ALND	Annual Leave w/Night Dif
CTE	Comp Time Earned
CTU	Comp Time Used
CTUND	Comp Time Used w/Night Dif
COP	Continuation of Pay
COPND	Continuation of Pay w/Night Dif
CRE	Credit Hour Earned
CRU	Credit Hours Used
CRUND	Credit Hours Used w/Night Dif
DELU	Donated Em Leave Used
DELUN	Donated Em Leave Used w/Night Dif
DMLU	Donated Med. Leave Used
DMLUN	Donated Med. Leave Used w/Night Dif
XLV	Excused Leave
XLVND	Excused Leave w/Night Dif
FMAL	FMLA Annual Leave
FMALN	FMLA Annual Leave w/Night Dif
FMLLW	FMLA LWOP
FMSF	FMLA Sick Leave - Family
FMSFN	FMLA Sick Leave— Family w/Night Dif
FMSS	FMLA Sick Leave - Self
FMSSN	FMLA Sick Leave - Self w/Night Dif
HL	Holiday
HLND	Holiday w/Night Dif
HW	Holiday Worked
HWND	Holiday Worked w/Night Dif
HOME	Home Leave
CL	Jury Duty/Court Leave
CLND	Jury Duty/Court Leave w/Night Dif
LWOP	Leave Without Pay

ML	Military Leave
MLND	Military Leave w/Night Dif
OT	Overtime
OTND	Overtime w/Night Dif
REG	Regular
REGND	Regular w/Night Dif
REGSD	Regular w/Sunday Dif
REGSN	Regular w/Sunday Dif & Night Dif
RCTE	Religious Comp Time Earned
RCTU	Religious Comp Time Used
RCTUN	Religious Comp Time Used w/Night Dif
RL	Restored Leave
RLND	Restored Leave w/Night Dif
SL	Sick Leave
SLND	Sick Leave w/Night Dif
FFSL	Sick Leave – Family
FFSLN	Sick Leave – Family w/Night Dif
SUSP	Suspension
TOA	Time Off Award
TOAND	Time Off Award w/Night Dif
WC	Worker’s Compensation